R E P O R T R E S U M E S

ED 013 595 JC 660 034

INSTRUCTIONAL LOAD STUDY.
FOOTHILL COLL., LOS ALTOS, CALIF.

PUB DATE 1 MAR 66

EDRS PRICE MF-$0.25 HC-$0.88 22P.

DESCRIPTORS- *JUNIOR COLLEGES, *TEACHING LOAD, *STUDENT TEACHER RATIO, *CLASS SIZE,

FACULTY INSTRUCTIONAL LOADS AT FOOTHILL COLLEGE ARE COMPUTED BY MEANS OF A FORMULA WHICH INCLUDES (1) TIME SPENT IN CLASSES, (2) TIME FOR PREPARATION AND EVALUATION OF TEACHING MATERIALS FOR EACH DIFFERENT PREPARATION, (3) DUPLICATE PREPARATIONS, (4) ACTIVITY OR QUIZ SECTIONS, (5) CLASS SIZE, AND (6) FACULTY-STUDENT CONTACTS OUTSIDE OF THE CLASSROOM SITUATION. APPLICATION OF THE FORMULA, HOUR MEASURE, RESULTS IN WIDE VARIATIONS IN COMPUTED LOAD AMONG DEPARTMENTS AND INDIVIDUAL INSTRUCTORS. QUESTIONS RAISED BY THE STUDY INVOLVE (1) METHODS OF ACCOUNTING FOR NONINSTRUCTIONAL ACTIVITIES, (2) PREVENTION OF OVERLOAD, ESPECIALLY AMONG NEW INSTRUCTORS, (3) USE OF UNDERLOADED INSTRUCTORS ON SPECIAL PROJECTS, (4) EQUATING OF LABORATORY AND LECTURE COURSES, (5) EVALUATION OF COURSES REQUIRING MUCH INDIVIDUAL STUDENT CONTACT, (6) EQUATING OF LARGE AND SMALL CLASSES, AND (7) EVALUATION OF READER AND ASSISTANT SERVICES. TABLES SHOW DETAILS OF THE LOAD SURVEY FOR INSTRUCTIONAL DIVISIONS, FOR INDIVIDUAL FACULTY MEMBERS, AND IN COMPARISON WITH SELECTED COLLEGES. (WO)

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FOOTHILL COLLEGE • 12345 EL MONTE RD., LOS ALTOS HILLS, CALIFORNIA • 948-8590

OFFICE OF INSTITUTIONAL RESEARCH AND PLANNING • A. ROBERT DEHART, DIRECTOR

RESEARCH REPORT

ED013595

March 1, 1966

UNIVERSITY OF CALIF.
LOS ANGELES

OCT 05 1966

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

INSTRUCTIONAL LOAD STUDY

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Foothill Junior College District
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FTE STUDENT/FTE INSTRUCTOR RATIOS BY DIVISION

For the Period 1961-1965

Division	FTE Student/FTE Instructor Fall Semester				
	1961	1962	1963	1964	1965
Biological & Health Science	22.5	16.9	25.0	20.7	19.3
Business	29.1	31.9	31.9	26.7	30.0
Engineering & Technology	14.3	11.5	17.2	10.5	13.0
Fine Arts	27.7	31.5	40.7	24.3	29.6
Language Arts	24.1	26.3	27.8	20.9	22.2
Mass Communications	12.8	7.5	9.7	13.4	17.6
Physical Education	9.9	9.9	11.1	9.6	11.0
Physical Science & Math	26.6	27.3	43.7	21.2	22.4
Social Science	61.7	54.7	69.1	48.4	44.4
All Day Classes	27.8	26.5	28.2	25.2	24.3

Foothill Junior College District
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FTE STUDENT/FTE INSTRUCTOR RATIOS FOR THE THREE SEGMENTS OF HIGHER EDUCATION IN CALIFORNIA

(Data taken from the 1963 CCHE Study)

Percentile	Junior Colleges	State Colleges	University Branches
99	35.3	30.5	29.5
75	29.1	29.0	23.9
50	27.1	26.7	22.1
25	24.8	25.9	21.1
Foothill, '65	24.3		

Institutions in the lowest quartile are generally the very small and the very new schools.

COMPARISON OF FOOTHILL FTE STUDENT PER FTE INSTRUCTOR RATIO WITH SELECTED COLLEGES

(Data taken from the 1963 CCHE Study)

College	FTE Students/FTE Instructor
Junior College A*	30.9
Junior College B*	30.5
State College A	30.5
Junior College C*	30.3
Junior College D	29.9
State College B	29.3
State College C	29.0
Junior College E*	28.9
Junior College F	28.3
Foothill College '63	28.2
Junior College G	28.1
Junior College H	27.5
Junior College J*	27.1
Foothill College '64	25.2
Foothill College '65	24.3

*Indicates one of the five highest paying junior colleges in 1965.

State colleges are located in the Bay Area.

Foothill Junior College District
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TEACHER LOAD INDICATORS

Fall, 1965

Division	FTE Stu. Per FTE Inst.	Service Units Per FTE Inst.	Average Class Size			
			Lect.	Lab	Act.	Total
Biological & Health Science	19.3	44.6	46	20	-	33
Business	30.0	48.8	36	16	-	35
Engineering & Technology	13.0	44.1	20	13	-	18
Fine Arts	29.6	46.4	94	-	23	37
Language Arts	22.2	43.7	25	-	-	25
Mass Communications	17.6	41.4	43	-	14	22
Physical Education	11.0	45.8	40	-	33	34
Physical Science & Math	22.4	43.6	34	22	-	30
Social Science	44.4	50.4	51	-	-	51
Student Personnel	-	-	49	-	-	49
All Day Classes	24.3	45.6	44	18	23	32

Foothill Junior College District
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AVERAGE AND RANGE OF SERVICE UNITS BY DIVISION

Fall, 1965

Division	* Average Service Unit Load	* Range	Full-Time Faculty		
			Below 40	40-55	Above 55
Biological & Health Sciences	44.6	21.5-59.5	8	13	2
Business	48.8	41.0-59.5	-	13	2
Engineering & Technology	44.1	35.5-59.0	6	3	1
Fine Arts	46.4	36.0-67.5	2	8	3
Language Arts	43.7	34.5-57.5	11	33	1
Mass Communications	41.4	35.0-45.0	1	2	-
Physical Education	45.8	41.0-52.0	-	16	-
Physical Science & Math	43.6	28.5-53.0	5	25	-
Social Science	50.4	43.0-57.5	-	21	4
All College	45.6	21.5-67.5	33	134	13

*The "normal" service unit load used in assigning instructional loads is 48. The "normal" range is considered to be 40-55.

Foothill Junior College District
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AVERAGE SERVICE UNIT LOADS BY DIVISION

Fall, 1965

Division	Contact Hour Units		Stu Load Units	Stu Load >400	Office Hr. Units		Total
	Lec.	Lab			Lec.	Lab	
Biological & Health Sciences	14.7	20.0	5.8	0.4	2.0	1.7	44.6
Business	30.7	4.0	9.0	1.7	3.0	0.4	48.8
Engineering & Technology	17.2	18.7	3.5	-	3.2	1.5	44.1
Fine Arts	8.6	24.8	8.6	1.3	1.4	1.7	46.4
Language Arts	33.2	-	6.6	0.4	3.5	-	43.7
Mass Communications	10.0	24.5	3.2	-	1.4	2.3	41.4
Physical Education	1.5	35.2	4.7	0.1	0.3	4.0	45.8
Physical Science	22.6	10.0	6.7	0.9	2.6	0.8	43.6
Social Science	30.0	-	14.0	2.9	3.5	-	50.4
All College	22.4	11.3	7.4	0.9	2.6	1.0	45.6

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SERVICE UNITS FOR TYPICAL INSTRUCTORS* IN SELECTED DEPARTMENTS

Fall Semester, 1958-1965

Typical Instructor In--	1958	1959	1960	1961	1962	1963	1964	1965
English	46	44	48	44	38	52	42	47
Foreign Language	56	63	60	62	62	62	54	55
Accounting	58	65	49	60	50	56	57	48
Secretarial	42	62	44	42	66	42	52	46
Art	47	40	52	49	54	52	44	42
Music	44	60	70	-	48	56	46	46
Chemistry	48	54	44	48	40	42	42	43
Mathematics	-	45	58	55	52	45	41	47
Drafting	41	40	42	44	41	58	44	38
Electronics	50	42	39	58	58	44	40	38
Biology	36	39	47	54	46	48	43	40
Political Science	-	52	64	60	52	54	54	54

*In most cases the same instructor was followed through the entire period studied.

SERVICE UNIT LOADS FOR INDIVIDUAL INSTRUCTORS BY ACADEMIC DIVISION

Fall, 1965

Biological and Health Sciences Division
Business Division
Engineering and Technology Division
Fine Arts Division
Language Arts Division
Mass Communications Division
Physical Education Division
Physical Science and Mathematics Division
Social Science Division

Foothill Junior College District
Office of Institutional Research and Planning

BIOLOGICAL AND HEALTH SCIENCE DIVISION - Service Units - Fall, 1965

Instructor	FTE	Service Units Lec	Service Units Lab	Student Load	Office Hours Lec	Office Hours Lab	Student Load +400	Total
Adams	1.00	25½	13	4	3	2	-	47½
Adler	1.00	10	18	5	1	1	-	35
Allen	.75	7½	18	6	1	1	-	33½
Barber	.50	8	21	1½	1	2	-	33½
Brown	1.00	7½	22	6	1	2	-	38½
Corey	1.00	25½	13	4½	3	1	-	47
Davis	1.00	10	33	2	1	2	-	48
Enos	.40	5	13	½	1	1	-	20½
Goshorn	1.00	7½	45	4	1	2	-	59½
Hansen	1.00	12½	14	2½	1	1	-	31
Harkin	1.00	7½	30	3½	1	2	-	44
Hayden	1.00	7½	18	1½	1	2	-	30
Hickle	.20	5½	-	-	1	-	-	6½
Hines	1.00	9	18	7	1	1	-	36
Larkin	1.00	7½	25	2	1	2	-	37½
Moffat	1.00	9	22	10	1	2	2	46
Paulat	1.00	26	-	19	3	-	4	52
Read (P.E. .50)	.50	13	-	22	3	-	5	43
Roberts	.20	5	-	½	1	-	-	6½
Rogers	1.00	7½	25	4	1	2	-	39½
Rose	1.00	2½	17	-	1	1	-	21½
Sauer	1.00	26½	13	10	2	2	2	55½
Shipnuck	.20	5		7	1	-	-	13
Squire	1.00	25	17	5	3	2	-	52
Tumelty	1.00	22½	14	4	3	1	-	44½
Vosburg	1.00	15	9	4	3	1	-	32
Walker, R.	1.00	20	18	3½	3	2	-	46½
Webber	1.00	15	25	4	3	2	-	49
Welch	1.00	25	17	5	3	2	-	52
Wilcox	1.00	15	25	4	3	2	-	49
Ambrose	.20	5	5	-	1	1	-	12
McLanathan	.40	5	9	3½	1	1	-	19½
Harris	.75		25	1	-	2	-	28
Total	27.10							
Average Instructor		14.7	20	5.8	2	1.7	.4	44.6

Foothill Junior College District
Office of Institutional Research and Planning

BUSINESS DIVISION - Service Units - Fall, 1965

Instructor	FTE	Service Units Lec	Service Units Lab	Student Load	Office Hours Lec	Office Hours Lab	Student Load +400	Total
Bills	1.00	20	14	5½	3	1	-	43½
Burchell	1.00	20	16	10	3	2	2	53
Bushnell	.33	12½	-	1½	1	-	-	15
Davey	.80	30	-	6½	3	-	-	39½
Davidson	1.00	35	5	8	3	1	2	54
Dunham	1.00	32½	5	4½	3	1	-	46
Grame	1.00	15	14	7½	3	1	2	42½
Harvey	.20	-	5	-	-	1	-	6
Kresan	1.00	28½	-	10½	3	-	2	44
Leavitt	1.00	34½	-	17½	3	-	4	59
Maus	1.00	35	-	7½	3	-	2	47½
Newton	1.00	24	9	8½	3	1	2	47½
Peppin	1.00	42½	-	10	5	-	2	59½
Sampson	1.00	32½	-	7	3	-	-	42½
Smith	1.00	35	-	12	3	-	3	53
Tuttle	1.00	34	-	14½	3	-	3	54½
Wallace	1.00	32½	-	5½	3	-	-	41
Young	1.00	32	-	12	3	-	3	50
Mostyn	.20	7½	-	-	1	-	-	8½
Thompson	.33	12½	-	3	1	-	-	16½
Total	16.86							
Average Instructor		30.7	4.0	9.0	3.0	.4	1.7	48.8

Foothill Junior College District
Office of Institutional Research and Planning

ENGINEERING TECHNOLOGY DIVISION - Service Units - Fall, 1965

Instructor	FTE	Service Units Lec	Service Units Lab	Student Load	Office Hours Lec	Office Hours Lab	Student Load +400	Total
Anson	.25	5	5	-	1	1		12
Bell	.15	2½	-	-	1	-		3½
Cole	.33	7½	5	5½	1	1		20
Evans	1.00	17½	13	4	3	1		38½
Johnson	1.00	17½	13	4	3	1		38½
Laus	1.00	-	34	1½	-	2		37½
Lewis	.67	13½	9	4½	3	1		31
Long	1.00	17½	13	2	3	1		36½
Malvino	1.00	17½	13	1	3	1		35½
Moore	.20	7½	-	2½	1	-		11
Musser	.33	13	-	1½	1	-		15½
Potter	1.00	10	26	3½	1	2		42½
Reid	1.00	32½	5	2½	3	1		44
Schleiter	1.00		52½	1½	3	2		59
St. Clair	1.00	20	20	2½	5	2		49½
Trejo	.20	7½	-	4	1	-		12½
White	1.00	14	18	2½	3	2		39½
Sherman	.25	10	5	½	3	1		19½
Total	12.38							
Average Instructor		17.2	18.7	3.5	3.2	1.5		44.1

Foothill Junior College District
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FINE ARTS DIVISION - Service Units - Fall, 1965

Instructor	FTE	Service Units Lec	Service Units Lab	Student Load	Office Hours Lec	Office Hours Lab	Student Load +400	Total
Benson	1.00	-	34	3½	-	2	-	39½
Bryan	1.00	19½	9	20	3	1	5	57½
Curran	.25	-	9	½	-	1	-	10½
DePalma	.75	-	27	1	-	2	-	30
Fairall	1.00	21	9	26½	3	1	7	67½
Gause	1.00	-	35	3½	-	2	-	40½
Keane	1.00	16½	19	6½	3	2	-	47
Mack	1.00	-	35	4	-	2	-	41
Mankin	.20	7½	-	½	1	-	-	9
Mortarotti	1.00	7½	30	3½	1	2	-	44
Olson	1.00	15	19	4½	3	1	-	42½
Patnoe	1.00	-	29	5	-	2	-	36
Quirke	1.00	-	35	3	-	2	-	40
Sikes	1.00	14½	20	11½	3	2	3	54
Suchinsky	1.00	19½	9	25	3	1	5	62½
Tankersley	.20	7½	-	½	1	-	-	9
Wiper	1.00	-	34	3½	-	2	-	39½
Stanton	.50	-	15	6½	-	1	-	22½
Total	14.90							
Average Instructor		8.6	24.8	8.6	1.4	1.7	1.3	46.4

Foothill Junior College District
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LANGUAGE ARTS DIVISION - Service Units - Fall, 1965

Instructor	FTE	Service Units Lec	Service Units Lab	Student Load	Office Hours Lec	Office Hours Lab	Student Load +400	Total
Appleby	1.00	35½		7½	3		2	48
Bartine	1.00	33½		5½	3		-	42
Bernasconi	1.00	35½		6½	3		-	45
Coleman	.75	32½		6½	3		-	42
Connor	1.00	36		6	3		-	45
Coyle	1.00	38		8½	5		2	53½
Desper	.25	10		1	1		-	12
Dillon	1.00	35½		6	3		-	44½
Ehly	1.00	35½		8½	3		2	49
Bregman	1.00	40		7½	5		2	54½
Ewing	.25	10		1	1		-	12
Fetler	1.00	33		6½	3		-	42½
Gallo	.75	25½		5½	3		-	34
Grenbeaux	1.00	33		6	3		-	42
Griese	1.00	35½		5½	3		-	44
Grottola	1.00	27		5½	3		-	35½
Ledgerwood	.75	23½		4	3		-	30½
Hawkins	1.00	34		6	5		-	45
Jian	1.00	38		10	5		2	55
Jordan	1.00	27		6	3		-	36
Keen	1.00	35½		8	3		2	48½
Kingson	1.00	36		6	5		-	47
Klee	1.00	40		10½	5		2	57½
Kohs	1.00	34		5½	5		-	44½
Lakin	1.00	27		6	3		-	36
Logan	1.00	27		5½	3		-	35½
Lovas	1.00	27		6	3		-	36
Mains	1.00	33		6	3		-	42
Mangham	1.00	33		6½	3		-	42½
Marvin	1.00	38		9½	5		2	54½
Maxwell	1.00	27		6	3		-	36
Mauch	1.00	33		6½	3		-	42½
McClure	1.00	39		7½	5		2	53½
McNeill	1.00	35½		5½	3		-	44
Mundrick	1.00	27		6	3		-	36
Musick	1.00	30		5½	3		-	38½
Pacer	1.00	33½		6	3		-	42½
Purpus	.20	7½		1	1		-	9½
Richards	1.00	35½		7	3		-	45½
Rink	1.00	27		5½	3		-	35½
Robinson	1.00	27		6	3		-	36
Rokitiansky (SS .75)	.25	10		1½	1		-	12½
Shrope	1.00	33½		6	3		-	42½
Skyles	1.00	27		6	3		-	36
Stokes	1.00	39½		5½	5		-	50
Szabo	1.00	27		5½	3		-	35½
Walker	1.00	27		5½	2		-	34½
Whited	1.00	33		7½	3		2	45½
Williams	1.00	33½		7	3		-	43½
Wright	.75	26		4½	3		-	33½
Yuill	1.00	33		6	3		-	42
Zelditch	1.00	33½		6½	3		-	43
zu Hoene	1.00	37½		4½	3		-	45
Johanns	.10	2½		-	1		-	3½
Seger (SS .20)	.20	7½		-	1		-	8½
Total	49.25							
Average Instructor		33.2		6.6	3.5		.4	43.7

Foothill Junior College District
Office of Institutional Research and Planning

MASS COMMUNICATIONS DIVISION - Service Units - Fall, 1965

Instructor	FTE	Service Units Lec	Service Units Lab	Student Load	Office Hours Lec	Office Hours Lab	Student Load +400	Total
Clark	.33	7½	5	3	1	1		17½
Craven	1.00	5	21	6	1	2		35
Mack	1.00	15	25	-	2	3		45
Roe	1.00	5	31	1½	1	2		40½
Total	3.33							
Average Instructor		10	24.5	3.2	1.4	2.3		41.4

Foothill Junior College District
Office of Institutional Research and Planning

PHYSICAL EDUCATION DIVISION - Service Units - Fall, 1965

Instructor	FTE	Service Units Lec	Service Units Activ.	Student Load	Office Hours Lec	Office Hours Activ.	Student Load +400	Total
Abbey	.50	-	24	-	-	-	-	24
Bray	.20	-	7	½	-	1	-	8½
Bunnell	1.00	5	32	4½	1	4	-	46½
Campbell	1.00	5	28	5½	1	4	-	43½
Crampton	1.00	-	41	3	-	3	-	47
Gould	1.00	5	30	5½	1	4	-	45½
Hinson	1.00	-	41	3	-	3	-	47
Linthicum	1.00	-	33	7	-	5	-	45
Manoogian	1.00	-	33	5½	-	5	-	43½
Matsuda	1.00	5	33	3	1	4	-	46
Nulton	1.00	5	26	5	1	4	-	41
Phillips	1.00	-	34	11	-	5	2	52
Pifferini	1.00	-	44	4	-	3	-	51
Roberson	1.00	-	41	3½	-	3	-	47½
Schumacher	1.00	-	35	5	-	5	-	45
Thornton	1.00	-	38	3	-	3	-	44
Vick	1.00	-	34	5½	-	5	-	44½
Walker	1.00	-	36	3½	-	5	-	44½
Read	.50	-	16	2	-	3	-	21
Total	17.20							
Average Instructor		1.5	35.2	4.7	.3	4.0	.1	45.8

Foothill Junior College District
Office of Institutional Research and Planning

PHYSICAL SCIENCE AND MATHEMATICS DIVISION - Service Units - Fall, 1965

Instructor	FTE	Service Units Lec	Service Units Lab	Student Load	Office Hours Lec	Office Hours Lab	Student Load +400	Total
Ahlen	1.00	13½	13	8	3	1	2	40½
Barnhard	1.00	7½	17	10	1	1	2	38½
Bernard	1.00	7½	17	2	1	1	-	28½
Chamberlain	1.00	33½	-	7	3	-	-	43½
Cotter	1.00	36	-	6½	3	-	-	45½
Fish	1.00	35	-	7	3	-	-	45
Hall	1.00	7½	22	4½	1	2	-	37
Hay	1.00	20	19	4	3	2	-	48
Hubbs	1.00	7½	25	7½	1	2	2	45
Jindrich	.50	17½	-	2	3	-	-	22½
Kent	1.00	7½	25	6	1	2	-	41½
Kuechle	1.00	36	-	10	3	-	2	51
Long	1.00	22½	5	4	3	1	-	35½
MacDonald	1.00	7½	25	6½	1	2	-	42
Minnick	1.00	33½	-	7½	3	-	2	46
Nelson	.20	-	9	½	-	1	-	10½
Odle	1.00	33½	-	6	3	-	-	42½
Park	1.00	7½	17	8½	1	1	2	37
Schmidt	1.00	38	-	7½	5	-	2	52½
Sherrill	1.00	19½	14	8	3	1	2	47½
Sowul	1.00	36	-	6½	5	-	-	47½
Sprague	1.00	20	15	3	3	1	-	42
Stephens	1.00	25½	5	12	3	1	3	49½
Stevens	1.00	36	-	7½	3	-	2	48½
Strauss	1.00	31	-	6½	3	-	-	40½
Walker	1.00	38	-	8	5	-	2	53
Wright	1.00	7½	25	6½	1	2	-	42
Fellman	.50	7½	9	3	1	1	-	21½
Total	26.10							
Average Instructor		22.6	10.0	6.7	2.6	.8	.9	43.6

Foothill Junior College District
Office of Institutional Research and Planning

SOCIAL SCIENCE DIVISION - Service Units - Fall, 1965

Instructor	FTE	Service Units Lec	Service Units Lab	Student Load	Office Hours Lec	Office Hours Lab	Student Load +400	Total
Allyn	1.00	34½		14	3		3	54½
Anderson	.20	5		-	1		-	6
Atchison	1.00	21		16	3		3	43
Bresnan	1.00	21		17	3		4	45
Cozzens	.20	7½		1	1		-	9½
Day, C. R.	1.00	33		13½	3		3	52½
Day, J.M.	1.00	34½		15	3		3	55½
Dougan	.10	2½		-	1		-	3½
Dunivin	1.00	33		14½	3		3	53½
Edwards	1.00	33		15	3		3	54
Gamblin	.60	19½		4	3		-	26½
Georgas	.40	10½		1½	1		-	12½
Graham	1.00	33		14½	3		3	53½
Gutter	1.00	33		12½	3		3	51½
Henson	1.00	21		17	3		4	45
Huttman	1.00	34½		12½	3		3	53
Kavelman	.20	13½		1½	3		-	18
Kirk	.20	7½		3½	1		-	11
Kynell	1.00	21		17	3		4	45
Mannen	1.00	21		17	3		4	45
Maynard	.40	15		1	3		-	19
Mizel	.20	7½		2	1		-	10½
Nelson	1.00	33		17½	3		4	57½
Nereson	.40	14		1½	2		-	17½
Rokitiansky	.75	22½		7½	3		2	35
Soderstrum	1.00	19½		17½	3		4	44
Sutter	1.00	31½		15	3		3	52½
Tinsley	1.00	34½		15½	3		4	57
Travis	1.00	22½		17½	3		4	47
Wagner	1.00	32		14	3		3	52
Warren	1.00	33		15	3		3	54
Wiseman	1.00	36		15	3		3	57
Burke	.20	7½		2½	1		-	11
Seger	.20	7½		-	1		-	8½
Roth	.60	22½		7	3		-	32½
Total	25.65							
Average Instructor		30.0		14.0	3.5		2.9	50.4

FOOTHILL COLLEGE

SIX-FACTOR FORMULA FOR COMPUTING INSTRUCTIONAL LOADS FOR FACULTY

The normal work week is forty-eight service units.

1. Factors:

   a. Time spent in class

   b. Time to prepare and evaluate teaching materials for each different preparation.

   c. Duplicate preparation.

   d. Activity or quiz section (no new materials presented, but group organization and direction, discussion outlines, and test papers).

   e. Class size (bookkeeping on students, number of papers-to grade).

   f. Faculty-student contacts (office hours to help students, confer on grades, give make-up tests).

2. Methods of computing class load.

   a. Lecture. For each course-credit hour in lecture-type classes there is allowed 2-1/2 service units. If the lecture is repeated to other sections, 2 service units are allowed for each successive section.

   b. Laboratory. For a 3-hour laboratory, 5 service units are allowed. For repeated laboratories, 4 service units are allowed.

   c. For Physical Education activity (or quiz sections), 2 service units are allowed or 1-1/2 service units, if repeated.

   d. Student load. The enrollment in each class is multiplied by the number of course credits (except P. E. activity is computed at 1 unit). From the scale presented in Table I, the number of service units to be allowed is computed from the total student enrollment (student credit hours). Enrollment in a laboratory is counted as 1 hour, not 3.

TABLE I

Teacher's Total Enrollment	Service Hours per Week	Teacher's Total Enrollment	Service Hours per Week
50-74	1/2	450-474	8-1/2
75-99	1	475-499	9
100-124	1-1/2	500-524	9-1/2
125-149	2	525-549	10
150-174	2-1/2	550-574	10-1/2
175-199	3	575-599	11
200-224	3-1/2	600-624	11-1/2
225-249	4	625-649	12
250-274	4-1/2	650-674	12-1/2
275-299	5	675-699	13
300-324	5-1/2	700-724	13-1/2
325-349	6	725-749	14
350-374	6-1/2	750-774	14-1/2
375-399	7	775-799	15
400-424	7-1/2	800-824	15-1/2
425-449	8	825-849	16

e. Office hours. Office hours for conferring with students on class work is determined by the scale presented in Table II.

TABLE II

If total under Lecture or Activity is:

0-5	allow 1 office hour
6-15	allow 3 office hours
16-35	allow 5 office hours

If total under Laboratory is:

0-12	allow 1 office hour
13-	allow 2 office hours

If total under Student Load is:

400-600	add 2 additional hours
601-	add 3 additional hours

Some Questions Raised by the Study

1. While a six-factor formula such as we use probably measures teaching load better than the traditional single factor contact-hour or credit-hour measure, does the service unit approach measure very accurately the instructional load? If so, then loads among instructors are quite uneven and should be corrected. If it does not, then what steps should be taken to weight the factors better or to introduce new factors?

2. The present load formula considers only "instructional" load. Should some attempt be made to evaluate activities on committees, student extracurricular activities, community services, etc.?

3. How can instructors be protected from overload -- especially new instructors? Can we use underloaded instructors for special projects?

4. Can loads containing only laboratory courses be equated with those containing lectures?

5. Can teaching fields within a division have equal loads by the formula? See engineering and electronics, English and foreign languages for wide discrepancies.

6. Can courses requiring a great deal of individual work with students be evaluated better?

7. Do large classes receive enough credit?

8. Should the first hour in a lab be counted as a lecture?

9. How should reader assistance be evaluated?

10. Should division chairmen estimate the probable service unit load as the semester schedule is being prepared?